

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No.	10. Budget Program Number 629-20110		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Administrative Specialist			
3. Division Family Services		12. Proposed Class Title			
4. Section Economic and Employment Services	For	13. Allocation		Position Number	
5. Unit Employment Services		Use	14. Effective Date		
6. Location (address where employee works)	By	15. By	Approved		
City Topeka County Shawnee					
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	Personnel	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This position is responsible for providing administrative support work for the entire Employment Services Division, as well as providing general administrative management support as needed.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Jaryl Perkins	Assistant Director of Employment Services	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The work is performed with direction from the supervisors and other managers. Deadlines are stated and work assigned with minimal supervision. Work is assigned both orally and in writing, with a description of outcomes desired. Employee is expected to use good judgment, demonstrate initiative, and prioritize work according to criteria established.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1 40%	<p><u>Administrative Management Support</u></p> <p>Provides administrative support to EES Central Office management staff to ensure efficient operation of the programs and units supported. This is achieved by the following tasks:</p> <ul style="list-style-type: none"> • Develops correspondence, agendas, and materials including administrative and public reports • Operates personal computer and uses specialized software • Maintains appointment schedules for staff • Schedules meeting and conference rooms • Handles phone calls, providing accurate information and routing to appropriate staff • Assists with the opening, sorting and the distribution of mail • Prepares and sends mailings, e-mail and fax information for staff • Assists with the maintenance of the EES support staff manual • Performs other support functions, such as assisting with automation and updating of procedures and filing. • Is in the rotation for phone reception responsibilities and phone coverage
2 50%	<p><u>Administrative Support Specific To Employment Services Division</u></p> <ul style="list-style-type: none"> • Makes travel arrangements including hotel and transportation and acquiring out-of-state travel approval and reservations • Prepares purchase orders, vouchers, bills and related forms to approve merchandise and/or reimbursements or payments for goods and services including travel expenses for employment services staff • Produces defined statistical reports related to employment services • Gathers data and prepares reports related to employment services performance outcomes • Develops, updates and maintains a contact sheet of employment service providers statewide • Develops, updates and maintains a spreadsheet of employment outcomes by region • Assists in developing communication strategies for the employment services division such as monthly updates to EES field management and staff • Provides administrative support for meetings and prepares formal meeting minutes
3 10%	<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Performs special projects for management staff • Serves as back-up to other EES Central Office support staff functions as assigned

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with EES Central Office employees and regularly with regional staff, other state agencies, community partners and employment service providers. Some direct contact with clients and the public.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves only routine discomforts typical of offices, meetings, and training rooms. There may be stress associated with meeting deadlines and responding to staff inquiries and requests.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone, computer (Microsoft Access, Excel, Word, PowerPoint, Outlook), printer/ fax machine, and copier used daily. Vehicle for travel as needed. Two or three overnights may be required during the course of a year to assist with staff or public meetings and events.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined by the agency.

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Knowledge and/or experience with operating personal computers, word processing software, creating spreadsheets, and data bases. Knowledge and/or experience in Economic and Employment Services and/or job placement services.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date